

EXHIBIT 3-C

SAMPLE FORMAT FOR REQUEST FOR PROPOSALS FOR MANAGEMENT SERVICES

Note: The following is intended only as an example of a format that may be used to issue a Requests for Proposals (RFP) for project management services. TSEP recipient's should consider the content of their RFP's very carefully before they are issued. In particular, local officials should exercise care in drafting the scope of services and the factors to be used in evaluating proposals to assure that they are both complete and appropriate for your community and project. See also Exhibit 3-E for a sample format for advertising the availability of the RFP.

The _____ (Town or City of _____ or _____ County) has been awarded a Treasure State Endowment Program (TSEP) grant in the amount of \$_____ by the Montana Legislature for _____ (description of project including purpose, location, time frame, and present status).

Contingent upon this award, the Town (or City) Council of _____ (or the _____ County Commission) is soliciting proposals for management services to assist the Town (City or County) in the administration of this project in compliance with all applicable requirements under the Montana TSEP as described in the current edition of the Montana TSEP Project Administration Manual. Payment terms will be negotiated with the selected offeror. The fee for project management services will be paid with TSEP funds.

The services to be provided will include:

1. Preparing all written reports, checklists, or legal notices required to assure compliance with state environmental requirements;
2. Drafting a management plan and contract for review and approval by the Department of Commerce;
3. Establishing and maintaining project files and preparing all documentation and reports required for administration of the grant;
4. Assisting the Town (City or County) with the selection of a project engineer, in conformance with applicable procurement requirements, including the preparation of a request for proposals;

5. Reviewing all proposed project expenditures to ensure their propriety and proper allocation to the project budget;
6. Participating in the preconstruction conference and periodic construction progress meetings;
7. Assuring compliance with all applicable labor standards requirements;
8. Attending Town (City) Council (County Commission) meetings to provide project status reports and representing the TSEP project at any other public meetings deemed necessary; and
9. Preparing all required performance reports and closeout documents and assisting the Town (City or County) with the determination of applicable audit requirements.

The services will not include the disbursement or accounting of funds distributed by the Town's (City's or County's) financial officer, legal advice, fiscal audits, or assistance with activities not related to the TSEP project.

Responses should include:

1. the firm's legal name, address, and telephone number;
2. the principal(s) of the firm and their experience and qualifications;
3. the experience and qualifications of the staff to be assigned to the project;
4. a description of firm's prior experience, including any similar projects, size of community, location, total construction cost, and name of local official knowledgeable regarding the firm's performance. Include at least three references;
5. a description of the firm's current work activities, how these would be coordinated with the project, and the firm's anticipated availability during the term of the project; and
6. the proposed work plan and schedule for activities to be performed.

Respondents will be evaluated according to the following factors:

- | | | |
|----|--|------|
| A. | Quality of the Proposal | ___% |
| B. | Consultant Qualifications and Experience
(including reference checks) | ___% |

C. Availability and Capacity of the Consultant _____%

(Note: The evaluation factors listed above are only examples. Local officials should include any factors that they believe are appropriate to the work tasks to be involved, with relative weightings for each according to their priority.

The selection of finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the _____ (Town, City, or County), all factors considered. Unsuccessful offerors will be notified in writing as soon as possible.

Questions and responses should be directed to Mayor (Commissioner) _____, P.O. Box _____, _____, Montana, _____ (zip). All responses must be postmarked no later than _____ (date). Please state "TSEP Management Services Proposal" on the outside of the response package.

Respondents may review the TSEP application, which includes a description of the proposed project including activities, budget, schedule, and other pertinent information by visiting the _____ (Town, City or County) offices during regular office hours. A copy of the application is also available for review at the offices of the Community Development Division, Montana Department of Commerce, 301 S. Park Ave., Helena, MT 59620

This solicitation is being offered in accordance with state requirements governing procurement of professional services. Accordingly, the _____ (Town or City Council or County Commission) reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.